

# **Travel Authorization (Form T-10)**

**Instructions:**

A completed Form T-10 **must** be attached to each SAP Travel Funds Commitment.

SAP Travel Funds Commitment instructions may be found on the Travel Office website at:  
<http://www.txstate.edu/gao/ap/travel/procedures/sap-travel-funds-commitment.html>

Form T-10 should only to be used for non-employee travel authorizations or blanket travel authorizations where a blanket travel request is not possible in TRAVELTracks.

Should you have questions or need assistance, contact the Travel Office at 245-2775 or [travel@txstate.edu](mailto:travel@txstate.edu).

Department's Information		
Department Name & Contact	Department Contact Number	
Traveler's Information		
Last Name	First Name	Middle Initial
Department	Traveler Type	
If the Traveler Type selected is CONSU, CONTR, GUSPE, OR VISGU, will Texas State either: 1. Pay for the traveler's expenses directly to a vendor, or 2. Reimburse the traveler's expenses	Yes No NA	Enter Approved Contract Number: Proceed to Trip Information Section Proceed to Trip Information Section
Trip Information		
Destination		
Begin Date	Return Date	Total Trip Cost
Purpose of Trip		